



Job Title: Evening Spanish Instructor
Department: Languages Department
Reports To: Languages Department Manager
FLSA Status: Contract
Salary Range: \$28 per hour
Estimated start date: 9/12/2022

Organization Description:

The International Institute of Minnesota (IIM) is a fast-paced, innovative organization with talented staff who are mission driven and support one another in their work. Since 1974 IIM has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 15,000 New Americans achieve U.S. citizenship since 2001. From 2012 to 2018, IIM experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, IIM's programs continue to be in demand and important abroad and in Minnesota.

Purpose:

The Languages Department at IIM hosts Spanish classes for in-person and online students. IIM hosts four sessions of evening classes annually with the next beginning in September. Classes meet 6:30 – 8:30p.m. once per week for 10-week sessions. Class offerings include Beginning, Intermediate, Advanced, and Conversation. Additionally, the Languages Department houses English classes, Citizenship classes, and Community Orientation Workshops for immigrants and refugees. The **Evening Spanish Instructor** will be contracted to teach one or two levels of Spanish classes and develop corresponding curriculum. Instructors can use previously designed materials or develop their own based on IIM guidelines.

Current open positions include: Intermediate level on Zoom and in-person and Beginning level in-person.

Duties and Responsibilities:

- Classroom Instruction
 - Teach one or more evening Spanish classes.
 - Prepare syllabi from instructor selected texts and supplemental materials.
 - Address all language skills in the classroom – speaking, listening, reading, and writing – with an emphasis placed on speaking and listening.
- Attend quarterly team meetings.
- Interact cooperatively with other IIM staff as needed.

Requirements:

- Demonstrated commitment to the International Institute of Minnesota's mission and vision.
- History of Spanish language teaching or related experience.

- Promotes an interactive classroom with a heavy emphasis on student participation.
- Proven oral and written communication skills, including negotiation and problem solving.
- Comfortable working independently.
- Fully vaccinated from COVID-19.

Physical Demands:

- Use of manual dexterity, tactile, visual, and audio acuity.
- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands.

EEO Statement:

International Institute of MN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To Apply:

Submit cover letter and resume to Stacy Dietrich Varney via email sdietrich@iimn.org. Position opened until filled. No phone calls or walk-ins please.

Revised: 7/22/2022